



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
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3	Job Classification	PROJECT MANAGER
4	Posting Number	PN# 111954
5	Department	Building Services Department
6	Division	Design and Construction
7	Section	N/A
8	Reporting Location	900 Bagby*
	Workdays & Hours	M – F 8:00 a.m. – 5:00 p.m. *
		* Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Interfaces with departments and outside agencies or firms to discuss programs and projects. Maintains records and reports to supervisors on construction contracts; provides input for departmental decision-making and planning. Responds to complaints or inquiries from citizens, City officials or outside agencies; represents the department at conferences and meetings. Manages multiple contracts of various sizes. Serves as liaison between City personnel and contractors, architectural/engineering consultants or testing laboratories. Reviews, approves and tracks consultant or testing laboratory estimates. Requires experience in management, bidding and procurement, and complete construction administration. Knowledge of construction contract bidding, procurement procedures, administration and management.

10 **WORKING CONDITIONS**

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Architecture and/or Engineering.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four years of experience in construction, construction inspection, design, or geotechnical are required. This experience must be in the construction of vertical facilities and buildings. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Class C driver’s license and compliance with the City of Houston Motor Vehicle Assignment and Use Policy (AP 2-2).

14 **PREFERENCES**

Preferences will be given to individuals with experience managing multiple construction and or design projects. Registration as a Professional Engineer or Architect in the State of Texas is preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is

<u>Salary Range - Pay Grade 24</u>	
\$1,419 - \$2,677 Biweekly	\$36,894 - \$69,602 Annually

18 **OPENING DATE** July 12, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**